

# **Heritage High School Athletics**

## **Emergency Action Plan (2025-2026)**

### **Introduction**

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant of emergency and/or life-threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, Heritage High School must be prepared. School districts have a duty to develop an emergency plan that may be implemented immediately when necessary and to provide appropriate standards of emergency care to all student athletes and those in attendance. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate medical personnel, and continuing education in the area of emergency care and planning. Hopefully, through pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately.

These emergency action plans have been developed so that the coaches, administrators, and sports medicine team at Heritage High School will have a guideline as to what course of action should be taken in the event of a medical emergency. These are meant as guidelines, as not all situations or contingencies can be identified.

These guidelines will be reviewed before the start of each season by each head coach, administration, and the sports medicine team. Any questions or problems with the Emergency Action Plan should be directed toward one of the Athletic Trainers

### **Components of the Emergency Action Plan**

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of Athletic Trainer(s), Student Athletic Trainers, Coaches, and Administrators
5. Venue Directions (Maps)

## **Emergency Plan Personnel**

With athletic practice and competition, the first responder to an emergency situation is typically a coach or member of the sports medicine staff. A team physician may not always be present at every organized practice or competition. The type and degree of coverage for an athletic event may vary widely, based on such factors as the sport or activity, the setting, type of training or competition, and the available personnel. The role of the first responder will vary depending on the training he/she has. Certification in cardiopulmonary resuscitation (CPR), first aid, prevention of disease transmission, and emergency plan review is strongly recommended for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning.

The development of an Emergency Action Plan cannot be complete without the formation of an emergency team. The emergency team may consist of a number of healthcare providers including physicians, emergency medical technicians, certified athletic trainers, student athletic trainers, coaches, parents, and possibly, other bystanders. All members of the Emergency Action Plan must be familiar with the plan. Roles of each of these individuals may vary depending on various factors such as the number of members of the team, athletic venue, or the preference of the Head Athletic Trainer. There are four basic roles within the emergency team. The first and most important role is establishing safety of the scene and immediate care of the athlete. Acute care in an emergency situation should be provided by the most qualified individual at the scene. In most instances, this role will be assumed by the Athletic Trainer, although if the team physician is present, he/she may be called in. Individuals with lower credentials should yield to those with more appropriate training. The second role, EMS activation, may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the telephone. This person should also be familiar with the location and address of the sporting event. Typically, the school administrator is the best choice to fulfill this role. The third role, equipment retrieval (including emergency contact card of injured student athlete) may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Student athletic trainers and coaches are good choices for this role. The fourth role of the emergency team is that of directing EMS to the scene. One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A student athletic trainer, administrator, or coach may be appropriate for this role.

In forming the emergency team, it is important to adapt the team to each situation or sport. It may also be advantageous to have more than one individual assigned to each role. This allows the emergency team to function even though certain members may not always be present.

### **Roles within the Emergency Team**

1. Establish scene safety and immediate care of the athlete
2. Activation of the Emergency Medical System  
Emergency equipment retrieval
3. Direction of EMS to scene

### **Activating the EMS system**

**Making the Call: 911**

#### **Providing Information:**

- Name, address, telephone number of caller
- Nature of emergency, whether medical or non-medical
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated
- Specific directions as needed to locate the emergency scene
- Other information as requested by dispatcher

## **Emergency Communication**

Communication is the key to quick emergency response. Administration, athletic trainers, coaches, and emergency medical personnel must work together to provide the best emergency response capability and should have contact information such as the telephone tree established as a part of pre-planning for emergency situations. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation is not available on site during a particular sporting event then direct communication with the emergency medical system at the time of injury or illness if necessary.

Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order. A back-up communication plan should be in effect should there be failure of the primary communication system. The most common method of communication is a public telephone. However, a cellular phone is preferred if available. At any athletic venue, whether home or away, it is important to know the location of a workable telephone. Pre-arranged access to the phone should be established if it is not easily accessible.

## **Emergency Equipment**

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and its use rehearsed by emergency personnel. The emergency equipment available should be appropriate for the level of training for the emergency medical providers. Creating an equipment inspection log book for continued inspection is strongly recommended. The school's Certified Athletic Trainers should be trained and responsible for the care of the medical equipment.

It is important to know the proper way to care for and store the equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise.

Emergency medical equipment will be located with the Athletic Trainer on site, or in the nearest Athletic Training room on campus. Each member of the emergency team should be aware where all locations are at and which one is the closest for each practice or contest.

Emergency equipment that will be with the Athletic Trainer at all times include the Trauma Bag, crutch kit, splint bag, and medical kit.

## **Medical Emergency Transportation**

Emphasis should be placed on having an ambulance on site at high risk sporting events. In the event that an ambulance is on site, there should be a designated location with rapid access to the site and a cleared route for entering/exiting the venue. If an ambulance is not present at an event, entrance to the facility should be clearly marked and accessible. In the event of an emergency, the 911 system will still be utilized for activating emergency transport.

In the medical emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the athlete. Any emergency situations where there is impairment in, Level Of Consciousness (LOC), airway, breathing, or circulation (ABC) or there is neurovascular compromise should be considered a “**load and go**” situation and emphasis placed on rapid evaluation, treatment and transportation. In order to provide the best possible care for Heritage High School athletes, all emergency trauma transports are to be sent to the location of the parent or legal guardian’s choice.

### **Non-Medical Emergencies**

For the following non-medical emergencies: fire, bomb threats, severe weather and violent or criminal behavior, refer to the school district’s crisis plan.

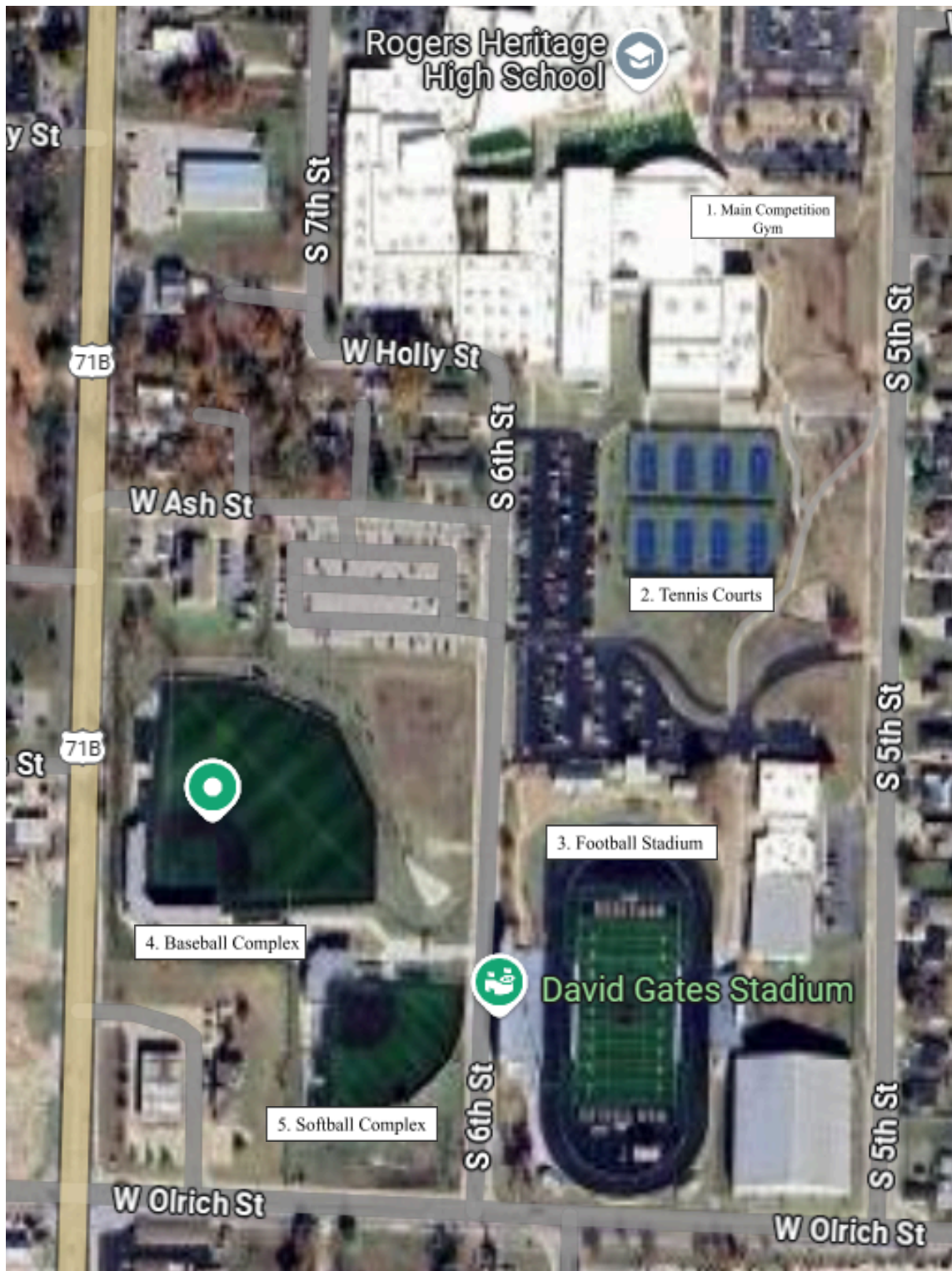
### **Conclusion**

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete’s survival may hinge on how well trained and prepared athletic healthcare providers are. It is prudent to invest athletic department “ownership” in the emergency action plan by involving the athletic administration and sport coaches as well as the sports medicine personnel. The emergency plan should be reviewed at least once a year with all athletic personnel and local emergency medical response teams. Through development and implementation of the emergency action plan, Heritage High School helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Rogers Heritage High School Principal

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Rogers Heritage Public Schools Athletic Director

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Rogers Heritage High School Head Athletic Trainer





## Emergency Plan: HERITAGE High School David Gates Stadium/Track (#1) South 6<sup>th</sup> Street



**Emergency Personnel:** Administration, Athletic Trainer, Athletic Training Students, Coaches, EMS\*, and Team Physicians\*

*\* Only during select events*

**Emergency Communication:** The Athletic Trainer and/or coach carry a cell phone (listed on attached emergency contact sheet). Additional fixed telephone lines are accessible from the Heritage High School Field House in the coach's office or athletic training room. Because some practices and games occur away from Heritage High School, we recommend that the head coach of each team carry a cellular phone, in case of emergency.

**Emergency Equipment:** Emergency supplies will be located with the Athletic Trainer on the field or inside the Field House in the athletic training room. Supplies include: Trauma kit (blue bag), Crutch kit (containing crutches, splints, braces, and elastic wraps), various wound care necessities, Ice packs, and any other items deemed necessary by the team's physician. Emergency cooling stations will be set up in the breezeway under the visiting sidelines. Coolers of ice will be available for the cooling stations. .

*\* During select events there will also be an equipped emergency bag brought by the covering physician.*

### **Roles of First Responder:**

- Establish scene safety
- Immediate care of the more seriously injured or ill student athlete(s);
  - Activation of emergency medical system (EMS)
  - Call 911 – Provide name, address, telephone number, number of individuals injured,

condition of injured, first aid treatment, specific directions, and other information as requested.

- Emergency equipment retrieval- AED is on the golf cart or inside the football fieldhouse west door.
- Designate individual(s) to “flag” down EMS and direct to scene
  - Ensure parking lot is clear and accessible to emergency personnel
  - Unlock and open any gates or doors used to access the emergency scene
  - Direct EMS personnel to the scene
- Scene control
  - Limit scene to sports medicine personnel and move bystanders (including players) away from the area.
- Contact student athletes parent or guardian
- If EMS is activated, contact Heritage High School Principal if not on site.

**Venue Directions:** HERITAGE High School Stadium, 1322 South 5<sup>th</sup> Street

- The emergency gates are located in the Southwest and Northeast corners of the stadium.
- Access to the Southwest gate is off of Olrich Street to South 6<sup>th</sup>. Immediate access to gates via one of three locks so that EMS can open it with their key
- Access to the Northeast Gate is just North of Blackie Bond



## **Emergency Plan: Heritage High School Field House (Blackie Bond) (#2)**

**Emergency Personnel:** Administration, Athletic Trainer, Athletic Training Students, and Coaches

**Emergency Communication:** The Athletic Trainer and/or coach carry a cell phone (listed on attached emergency contact sheet). Additional fixed telephone lines are accessible from the Heritage High School Field House in the coach's office. Because some practices and games occur away from Heritage High School, we recommend that the head coach of each team carry a cellular phone, in case of emergency.

**Emergency Equipment:** Emergency supplies will be located with the Athletic Trainer on the field or inside the Field House in the athletic training room. Supplies include: Trauma kit (blue bag), Crutch kit (containing crutches, splints, braces, and elastic wraps), Vacuum Splint bag Various wound care necessities, Ice packs and any other items deemed necessary by the team's physician. Emergency cooling stations will be set up on either sideline or inside the fieldhouse during all preseason practices and any practice with WBGT greater than 80

\* During select events there will also be an equipped emergency bag brought by the covering physician.

### **Roles of First Responder:**

- Establish scene safety
- Immediate care of the more seriously injured or ill student athlete(s);
  - Activation of emergency medical system (EMS)
  - Call 911 – Provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, and other information as requested.
- Emergency equipment retrieval-AED is inside football west door
- Designate individual(s) to “flag” down EMS and direct to scene
  - Ensure parking lot is clear and accessible to emergency personnel
  - Unlock and open any gates or doors used to access the emergency scene
  - Direct EMS personnel to the scene
- Scene control
  - Limit scene to sports medicine personnel and move bystanders (including players) away from the area.
- Contact student athletes parent or guardian
- If EMS is activated, contact Heritage High School Principal if not on site.

**Venue Directions:** Heritage High School Field House, 1322 South 5<sup>th</sup> Street

- The emergency access point is the double doors located on the East side of the Blackie Bond Field House.
  - Access to this point is off of South 5th, proceed into the HHS parking lot.

## **Emergency Plan: Heritage High School Turf Room (#3)**

**Emergency Personnel:** Administration, Athletic Trainer, Athletic Training Students, and Coaches

**Emergency Communication:** The Athletic Trainer and/or coach carry a cell phone (listed on attached emergency contact sheet). Additional fixed telephone lines are accessible from the Heritage High School Field House in the coach's office. Because some practices and games occur away from Heritage High School, we recommend that the head coach of each team carry a cellular phone, in case of emergency.

**Emergency Equipment:** Emergency supplies will be located with the Athletic Trainer on the field or inside the Field House in the athletic training room. Supplies include: Trauma kit (blue bag), Crutch kit (containing crutches, splints, braces, and elastic wraps), Vacuum Splint bag, Various wound care necessities, Ice packs and any other items deemed necessary by the team's physician. Emergency cooling stations will be set up on either sideline or inside the fieldhouse during all preseason practices and any practice with WBGT greater than 80.

\* During select events there will also be an equipped emergency bag brought by the covering physician.

### **Roles of First Responder:**

- Establish scene safety
- Immediate care of the more seriously injured or ill student athlete(s);
  - Activation of emergency medical system (EMS)
  - Call 911 – Provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, and other information as requested.
- Emergency equipment retrieval-AED in on golf cart
- Designate individual(s) to “flag” down EMS and direct to scene
  - Ensure parking lot is clear and accessible to emergency personnel
  - Unlock and open any gates or doors used to access the emergency scene
  - Direct EMS personnel to the scene
- Scene control
  - Limit scene to sports medicine personnel and move bystanders (including players) away from the area.
- Contact student athletes parent or guardian
- If EMS is activated, contact Heritage High School Principal if not on site.

**Venue Directions:** Heritage High School Field House, 1322 South 5<sup>th</sup> Street

- The emergency access point is the double doors or garage doors located on the north side of the HHS Turf room.
- Access is off of South 5<sup>th</sup> Street to access road into parking lot just North of Blackie Bond fieldhouse, Northeast stadium gate.
- Enter and drive by the fieldhouse and onto the grass area north of Turf Room.

## Emergency Plan: Heritage High School Tennis Courts (#4)



**Emergency Personnel:** Administration, Athletic Trainer, Athletic Training Students, and Coaches

**Emergency Communication:** The Athletic Trainer and/or coach carry a cell phone (listed on attached emergency contact sheet). Additional fixed telephone lines are accessible from the Heritage High School Gym in a coach's office. Because some practices and games occur away from Heritage High School, we recommend that the head coach of each team carry a cellular phone, in case of emergency.

**Emergency Equipment:** Emergency supplies will be located with the Athletic Trainer on the court or inside the Gym in the athletic training room. Supplies include: Trauma kit (blue bag), Crutch kit (containing crutches, splints, braces, and elastic wraps), vacuum Splint bag, various wound care necessities, Ice packs, AED, and any other items deemed necessary by the team's physician. Emergency cooling stations will be set up at the stadium during all preseason practices and any practice with WBGT greater than 80. Transport athlete via "chuck wagon".

### Roles of First Responder:

- Establish scene safety
- Immediate care of the more seriously injured or ill student athlete(s);
  - Activation of emergency medical system (EMS)
  - Call 911 – Provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, and other information as requested.
- Emergency equipment retrieval-AED is in High School training room
- Designate individual(s) to "flag" down EMS and direct to scene
  - Ensure parking lot is clear and accessible to emergency personnel
  - Unlock and open any gates or doors used to access the emergency scene

- o Direct EMS personnel to the scene
- Scene control
  - o Limit scene to sports medicine personnel and move bystanders (including players) away from the area.
- Contact student athletes parent or guardian
- If EMS is activated, contact Heritage High School Principal if not on site.

**Venue Directions:** Heritage High School Tennis Court, 1114 South 5<sup>th</sup> Street

- The emergency entrance will be off of South 5<sup>th</sup> street, just south of the gymnasium
- Gate with access to the courts are on the East end of the courts.

**Emergency Plan: Heritage High  
Competition Gym, Auxiliary Gym,  
Practice Gym, North Weight Rm  
South Upstairs Weight Room, Upstairs Wrestling Room and Training Room.  
#5**

**Emergency Personnel:** Administration, Athletic Trainer, Athletic Training Students, and Coaches

**Emergency Communication:** The Athletic Trainer and/or coach carry a cell phone (listed on attached emergency contact sheet). Additional fixed telephone lines are accessible from the Heritage High School Athletic Training room office (426) or coach's offices. Because some practices and games occur away from Heritage High School, we recommend that the head coach of each team carry a cellular phone, in case of emergency.

**Emergency Equipment:** Emergency supplies will be located with the Athletic Trainer on the Court or inside the high school athletic training room. Supplies include: Trauma kit (blue bag), Crutch kit (containing crutches, splints, braces, and elastic wraps), vacuum Splint bag, various wound care necessities, Ice packs and any other items deemed necessary by the team's physician.

**Roles of First Responder:**

- Establish scene safety
- Immediate care of the more seriously injured or ill student athlete(s);
  - Activation of emergency medical system (EMS)
  - Call 911 – Provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, and other information as requested.
- Emergency equipment retrieval-AED is located on the top floor the main gym and training room
- Designate individual(s) to “flag” down EMS and direct to scene
  - Ensure parking lot is clear and accessible to emergency personnel
  - Unlock and open any gates or doors used to access the emergency scene
  - Direct EMS personnel to the scene
- Scene control
  - Limit scene to sports medicine personnel and move bystanders (including players) away from the area.
- Contact student athletes parent or guardian
- If EMS is activated, contact Heritage High School Principal if not on site.

**Venue Directions:** Heritage High School Gym, 1114 South 5<sup>th</sup> Street. Access into Heritage High visitors parking lot, off of South 5<sup>th</sup> Street between the Main office and Gym. Enter double doors on the Northeast side of the gym.



**Emergency Plan:**

**HERITAGE High Baseball/Softball Complex 1500 S. 6<sup>th</sup> Street**





**Emergency Personnel:** Administration, Athletic Trainer, Athletic Training Students, Coaches, EMS\* and Team Physicians\*

*\* Only during select events*

**Emergency Communication:** The Athletic Trainer and/or coach carry a cell phone (listed on attached emergency contact sheet). Additional fixed telephone lines are accessible from both the Baseball and Softball offices.

**Emergency Equipment:** Emergency supplies will be located with the Athletic Trainer on the field. There is one AED located at each baseball and softball coaches office.

**Roles of First Responder:**

- Establish scene safety
- Immediate care of the more seriously injured or ill student athlete(s);
  - Activation of emergency medical system (EMS)
  - Call 911 – Provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, and other information as requested.
- Emergency equipment retrieval
- Designate individual(s) to “flag” down EMS and direct to scene
  - Ensure parking lot is clear and accessible to emergency personnel
  - Unlock and open any gates or doors used to access the emergency scene
  - Direct EMS personnel to the scene
- Scene control
  - Limit scene to sports medicine personnel and move bystanders (including players) away from the area.
- Contact student athletes parent or guardian
- If EMS is activated, contact Heritage High School Principal if not on site.

**Venue Directions:** Heritage High School Baseball/Softball 1500 S.6<sup>th</sup> Street

- Access to the complex is by admission building on the East side of the complex (1500 S. 6<sup>th</sup>-Rogers, AR 72756)

## **Emergency Action Plan: Contact Information**

### **Practice and Game Locations**

**Heritage High School-1114 South 5<sup>th</sup> Street-Rogers, AR 72756 479-631-3579**

### **Nearby Hospitals**

Mercy Hospital-2710 Rife Medical Lane-Rogers, Ar 72758 479-338-8000

Northwest Hospital- 3000 Medical Center Pkwy- Bentonville, Ar 72712 479-553-1000

### **Emergency Contact Numbers**

EMERGENCY MEDICAL SERVICES	9-1-1
Rogers Police (Non-Emergency)	479-621-1172
Rogers Fire Department	479-621-1179
Mark Haynes-Head Athletic Trainer	479-366-8281
Cabe Bynum- Athletic Trainer	479-208-1480
Noelle Fielder- Athletic Trainer	501-940-5437
Heritage High School Athletic Training Room	479-631-3579 Ext. 240 and 282
Paul Wilson- RPS Athletic Director	479-636-3910
Chip Greenwell- Heritage Head Principal	816-305-2290
Matt Murray- Heritage Athletic Director	918-520-5065
Rogers Administration Building	479-636-3910
Heritage High School Main Office	479-631-3579

## **David Gates Stadium Weather Guidelines**

### **Lightning**

If lightning is detected within 10 miles, all outside activities must stop for a minimum of 30 minutes. Each new lightning strike within 10 miles will reset the 30 minute timer. Activities can resume once an all clear has been determined by the athletic training staff and school administration.

Student participants, coaches, officials and event staff must enter the (1) Indoor Field Facility SE Corner or (2) Blackie Bond Building NE Corner of the stadium.

Spectators must vacate the stadium and enter the (1) Indoor Field Facility SE Corner or (2) their personal vehicle.

### **Tornado**

If a tornado warning has been issued all activities must stop and all individuals must seek shelter. Activities can resume once an all clear has been determined by the athletic training staff and school administration.

Student participants, coaches, officials and event staff must be relocated to the (1) Heritage Main Competition Gymnasium North of the stadium. (2) Enter the main doors NE Corner. (3) Proceed to locker rooms located at each corner of gymnasium court.

Spectators must vacate the stadium and are encouraged to enter the (1) Heritage Main Competition Gymnasium North of the stadium. (2) Enter the main doors NE Corner. (3) Proceed to locker rooms located at each corner of gymnasium court.